

Bill Pay Services



SAVE ON COST



**REDUCE INTERNAL
LOAD**



AVOID LATE FEES

To complement our robust expense management and auditing services, **GMG** offers a comprehensive **Bill Pay Service** designed to eliminate the administrative burden of tracking and processing telecom and technology invoices.

Why Opt For Bill Pay Service?

- **Avoid Service Disruptions**
Disconnections due to incorrect payment amounts or past due payments.
- **Avoid Frequent Phone Payments**
You often pay over the phone to avoid suspension or past due payment.
- **Avoid Misapplied Payments**
Your payments are being applied to the wrong accounts, causing service disruptions and late fees.

What Our Bill Pay Service Offers?

- **Reduce Load**
Take the weight off your internal Accounts Payable team.
- **Harness Data**
We provide feeds on your schedule that can be easily imported to your AP system, so you can gain access to trending, cost allocation and accrual reporting.
- **Reduce Late Fees**
We pay the right amount for each invoice, at just the right time.
- **No More Waiting on Hold**
We have all the right contacts for your carriers. Let us escalate issues and request refunds to carriers on your behalf.

How it Works

Once your invoice data is loaded into our TEM platform...

- **Invoices are cost allocated**
- **An audit is performed**
- **Necessary approvals are obtained**
- **A data feed is sent to your accounting system**
- **You release funding**
- **Funding is received and payments are disbursed to your vendors**
- **Payments are tracked through clearing**



Bill Pay Services

GMG Bill Pay Setup

Initial Setup

Establish AP Import Feed Jointly With Client.

- Client sets up GMG as a vendor in their AP system.
- GMG provides bank account info to client (bank name, routing, and account number).
- End-to-end test: GMG initiates test feed, Client imports test feed into AP system.
- Accounts Payable initiates ACH test amount, GMG confirms receipt of the test amount.
- Client goes live with GMG Bill Pay.



Ongoing Bill Processing

How GMG processes payments on behalf of clients?



AP Reporting: On your schedule, we'll provide AP feeds of accounts to be paid. For automatic feed payment, we'll link accounts via ACH. Checks can also be sent if desired but may delay payments.



Daily Reconciliation: GMG reconciles all debits and credits each day. All deposits are aligned with feed payments and all subsequent debits and credits are reconciled to ensure payments cleared correctly, or vendor refunds were issued back to the client as applicable.



Payment: Clients' feeds are imported into GMG's client accounting program and validated against the clients deposits to create payments. Check, ACH, Wire Transfer, or Credit Card disbursements are then created, as applicable to match those payments. This ensures a one to one match.



Double Check: GMG provides a daily Positive Pay file to its bank to validate check and ACH transactions. The bank matches presented payments against the file and rejects or flags any exceptions for review, helping prevent unauthorized or fraudulent payments.



Payment Types: GMG can pay the client's accounts by check, credit card, ACH, or Wire Transfer. When using credit cards, payments have individual credit card numbers. The vendor and specific account is recorded in the payment memo for each payment. GMG keeps records of all payments, confirmation codes, and authorization in GMG's client accounting program.